

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0021

ISSUE DATE: March 28, 2013

TITLE: Secretarial Assistant 3
(Non-Stenographic)

CLOSING DATE: April 11, 2013

DIVISION/UNIT: Division of Local Government Services

LOCATION: 101 South Broad Street, Trenton, NJ
08625

SALARY RANGE: A15: \$38,394.65 - \$53,921.27

POSITION(S): 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under direction of a supervisor in the Division of Local Government Services, Department of Community Affairs, organizes assigned secretarial and administrative clerical work and develops effective work methods; types correspondence, reports and recommendations of a confidential nature; reviews, sorts, and routes incoming correspondence; personally prepares letters on routine matters which may or may not be reviewed or signed by executive staff; obtains pertinent materials from the files and from other sources and puts it into usable form for the review and use of executive staff; acts to relieve executive staff of detail by providing information to those requesting it including division personnel, representatives of state, local, and other groups, organizations, agencies, and to the general public in accord with established policy; may interview callers at the office; maintains a schedule of appointments and the daily engagement calendar of executive staff; make necessary arrangements for speaking engagements, travel arrangements, and for hearings, conferences, and meetings; maintains mailing lists and makes revisions; prepares statistical and other reports; maintains confidential personal correspondence and fiscal and other records and files including a follow-up file; will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units; and performs related work as required.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

License/Certifications/Transcripts: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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- ☒ A promotable eligible exist within the unit scope.
 - ☒ A promotional or open competitive list exists.
 - ☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0021
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.